

Design Memorandum No. 1-2003

TO: Engineering Offices and Divisions
Districts
Consulting Engineers

FROM: Mark S. Gaydos, P.E. Design Engineer

DATE: January 22, 2003 (**Revised March 31, 2003**)

SUBJECT: Project Concept Reports and Design Plans

Design Manual Reference:

Section II-05

____ Revision
____^o Supplemental

Introduction

This memorandum provides the signature (approval) requirements and document flow requirements to be followed in preparing Project Concept Reports (PCR) and Design Plans.

Implementation

The use of this guidance is to be implemented immediately. It replaces the guidance on project concept reports given in Design Memorandum No. 02-03.

Guidance

The Administrative Assistant in the Office of Project Development has the responsibility for managing the distribution of Project Concept Reports (PCR's), obtaining signatures from the Deputy Director for Engineering, and where appropriate from Federal Highway Administration. The proper format and flow of documents is important in this process.

Concept Report writers are to submit final PCR's for signature as follows:

1. Central Office PCR writers submit their reports to the Administrative Assistant in the Office of Project Development (OPD).
2. Districts are to submit their PCR's to Consultant Agreement Section (CAS).
3. Consultant's working on rural projects are to submit their PCR's to CAS.
4. After review by CAS, the District and Consultant PCR's will go to the Administrative Assistant in OPD for appropriate document flow.

5. Consultant's or Designers working on urban regional projects are to submit their PCR's to the Local Government Division.

The PCR should be assembled and signed as follows:

1. A standard cover detailing the PCR is to be on white paper. The goldenrod copy (approved copy) will be created in OPD. Sample PCR covers are available on the central office computer server at **o:\data\envdoc\document_cover_templates\...** and they are also available on district computer servers at **g:\data\envdoc\document_cover_templates\...** Sample PCR covers are expected to be posted on the NDDOT Internet Site in the near future.

All following pages are to be white unless color pictures or colored text is required. All other color pages will be created in OPD.

The pages that comprise the body of the PCR require a footer describing; file name, project common name, page number and project number.

PCR's are to be clean, collated, paper or spring clipped and ready for reproduction. Please do not bind or staple these Concept Reports.

Two individual PCR's are required. The first is to include all originals and the second may be a copy of the original.

2. Except for District maintenance funded projects, the DDE will sign all PCR's. The DDE is the only signature required on the PCR. See table, page 3 herein.
3. Design Exceptions:
 - These should be written per the format in the Design memo 3-2003.
 - The Director of the OPD will recommend the exception approval to the DDE
 - The Signatures should be as shown on the example in Design Memo 3-2003.
 - Design exceptions will be submitted to FHWA for approval on projects on the National Highway System (NHS) that exceed \$ 1 million.
4. Environmental Documentation:
 - The Administrative Assistant for the OPD will forward the appropriate environmental document to FHWA for approval.

The Plan Signature should be as follows:

1. All plans are to be signed by the Designer and stamped by the Person in Responsible Charge for the design. The design plans also require the Director of OPD signature.
2. Templates for Maintenance and Minor Maintenance Plan Title Sheets (8.5" x 11") may be found in word perfect as a NDDOT Custom WP Template named "District Plan".
3. Plans that require 11" x 17" Sheets should be developed according to the NDDOT CADD standards. The Standard MicroStation Title Sheet Cells should be used.

PCR's and Plans should be approved by the NDDOT representatives shown in the table below.

Project Type	Federal Aid	Formal Draft Circulation and Comment	Approval - Signatures Needed		
			PCR	Design Exception	Plans
Maintenance (District Funds): Stock Piles, Pavement Marking, Seal Coats, Asphalt Patching and other District Fund Administrated Projects	No	No	District	OPD ⁽²⁾ / DDE ⁽³⁾	Designer ⁽¹⁾ / OPD ⁽²⁾
Maintenance (SAP & H): Stock Piles, Pavement Marking, Seal Coats, Asphalt Patching and other District Fund Administrated Projects	No	No	DDE ⁽³⁾	OPD ⁽²⁾ / DDE ⁽³⁾	Designer ⁽¹⁾ / OPD ⁽²⁾
Preventive Maintenance: Seal Coats, Micro Surfacing, Thin Lift Overlays, Concrete Pavement Repair & Grinding	Yes	District and Office Holders Only	DDE ⁽³⁾	OPD ⁽²⁾ / DDE ⁽³⁾	Designer ⁽¹⁾ / OPD ⁽²⁾
Resurfacing, Restoration and Rehabilitation (3R)	Yes	Yes	DDE ⁽³⁾	OPD ⁽²⁾ / DDE ⁽³⁾	Designer ⁽¹⁾ / OPD ⁽²⁾
New or Reconstruction	Yes	Yes	DDE ⁽³⁾	OPD ⁽²⁾ / DDE ⁽³⁾	Designer ⁽¹⁾ / OPD ⁽²⁾
Other Construction Projects State Aid Projects	No	Yes	DDE ⁽³⁾	OPD ⁽²⁾ / DDE ⁽³⁾	Designer ⁽¹⁾ / OPD ⁽²⁾

⁽¹⁾Designer = signed by the Designer and stamped by the Person in Responsible Charge for the design

(Design Engineer, Bridge Engineer, Design Program Manager, District Engineer, Consultant)

⁽²⁾OPD = Director of the Office of Project Development

⁽³⁾DDE = Deputy Director for Engineering

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Questions

Any questions regarding the content or implementation of this memorandum should be referred to Ronald J. Henke, Design Division, 701-328-4445.

Approved

Signed
Francis G. Ziegler, P.E. - Director, Office of Project Development

3/4/2003
Date

Signed
Grant Levi, P.E., Deputy Director for Engineering

3/5/2003
Date

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attachment
c: FHWA